

## Gallatin Gateway School District

THE BOARD OF TRUSTEES

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### Board Meetings

#### Regular Meetings

Unless otherwise specified, all meetings will be held in the Gallatin Gateway School multipurpose room. Regular meetings shall be held at 7 p.m. on the second Monday of each month, or at other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in a school building or, upon the unanimous vote of the Trustees, in a publicly accessible building located within the District. If regular meetings are to be held at places other than the place stated above or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. The Trustees may meet outside the boundaries of the school district for collaboration or cooperation on educational issues with other school boards, educational agencies, or cooperatives. Adequate notice of the meeting as well as an agenda must be provided to the public in advance. Decision making may only occur at a properly noticed meeting held within the school district's boundaries. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day.

#### Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, the Board may meet immediately and take official action without prior notification.

#### Budget Meetings

Between July 1<sup>st</sup> and August 4<sup>th</sup> of each year, the Clerk shall publish a notice stating the date, time, and place the trustees will meet for the purpose of considering and adopting the final budget of the District, stating that the meeting of the trustees may be continued from day to day until the final adoption of the District's budget, and stating that any taxpayer in the District may appear at the meeting and be heard for or against any part of the budget. This notice shall be published in the *Bozeman Daily Chronicle*.

On the date and at the time and place stated in the published notice (on or before August 15<sup>th</sup>), the trustees shall meet to consider all budget information and any attachments required by law. The meeting may continue from day to day; however, the Board must adopt the final budget not later than the fourth (4<sup>th</sup>) Monday in August.

#### Special Meetings

Special meetings may be called by the Chairman or by any two (2) trustees. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each trustee not less than forty-eight (48) hours prior to the time of the meeting, except that the forty-eight-(48)-hour notice is waived in an unforeseen emergency as stated in 20-3-322(5), MCA. Such written notice shall be

posted conspicuously within the District in a manner that will receive public attention. Written notice shall also be sent not less than twenty-four (24) hours prior to the meeting, to each newspaper and radio or television station that has filed a written request for such notices. **Business transacted at a special meeting will be limited to that stated in the notice of the meeting.**

#### Executive Sessions

Under Montana law, the Board may meet in closed sessions to consider matters of individual privacy. Before closing a meeting, the presiding officer must determine that the demands of individual privacy exceed the merits of public disclosure and so state publicly before going into closed session. The Board may also go into closed session to discuss a strategy to be followed with respect to litigation, when an open meeting would have a detrimental effect on the litigating position of the District. This exception does not apply if the litigation involves only public bodies or associations as parties. Before closing a meeting for Litigation purposes, it is recommended that the District obtain legal advice on the appropriateness of this action. No formal action shall take place during any closed session.

Legal Reference:	§ 2-3-103, MCA	Public participation – governor to insure guidelines adopted
	§ 2-3-104, MCA	Requirements for compliance with notice provisions
	§ 2-3-105, MCA	Supplemental notice by radio or television
	§ 2-3-201, MCA	Legislative intent – liberal construction
	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
	§ 20-3-322, MCA	Meeting and quorum
	§ 20-9-131, MCA	Final budget meeting
	10.55.701, ARM	Board of Trustees

#### Policy History:

Adopted on: August 14, 2000

Revised on: October 8, 2001, July 8, 2003, August 12, 2005, December 12, 2005, August 10, 2009